



United States Department of State

U.S. Embassy Pristina

VACANCY ANNOUNCEMENT
02/2009

OPEN TO: ALL INTERESTED CANDIDATES

POSITION: **PLUMBER HELPER, FSN-3**

OPENING DATE: FEBRUARY 11, 2009

CLOSING DATE: FEBRUARY 27, 2009

WORK HOURS: FULL-TIME; 40 HRS/WEEK

SALARY: Ordinarily Resident (OR) (FSN-3; €8,668.00)

ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Pristina is seeking a qualified individual for the position of **PLUMBER HELPER in the GSO (General Services Office)**.

BASIC FUNCTION OF POSITION

1-Incumbent is responsible for installation and repair of pipes, fittings, and fixtures; operates and maintains pumps and water treatment systems, hot and cold water systems and similar components, water wells, basic knowledge on maintaining and repairing water distillers, irrigation systems, sewer installation and maintenance, makes periodic inspections of systems for safe and efficient operation. Makes reports of time and materials required to repair and maintain equipment; maintains records of systems operations.

2- Incumbent, in close coordination with Custodian supervisor, is responsible for water delivery within Embassy compound buildings, especially when the water distiller technician is absent from work.

3-Incumbent (under supervision) is responsible to install and to remove water pumps/water tanks based on requests.

4-Incumbent is responsible to repair all minor problems in different types of plumbing appliances/equipments, like water pumps, washers, dryers, water heaters etc and under supervision is responsible to fix all the types of equipments mentioned above.

5-Incumbent is responsible to install, check, repair all plumbing appliances during make ready works on USEP residences and based on requests.

6-Incumbent is responsible for maintenance of water distillers/water dispensers/ice machines, periodic activities on them based on manufacturer recommendations when water distiller technician is absent from work.

7-Incumbent is responsible for maintaining water tanks regarding quantity of the water and responsible for activities in order to refill them with water from water truck when required.

8-Incumbent is responsible for monitoring of all water meters on a periodic basis (monthly basis) and provide statements to the plumber in order to maintain them.

9-Assists plumber/carpenter crew on construction works, projects and other maintenance works, like building different types of walls, brick/dry walls, plastering and painting of them.

10-Responsible for tool and material selection that is needed during performance of different types of plumbing works and take all necessary action in order to make the work site safe and secure, responsible for fulfilling POSHO (Post Occupational Safety Health Office) requirements during work performance.

11-Responsible for assisting other Maintenance and Repair crews when required.

12-Performs other works/duties as assigned by the Plumber supervisor, M&R supervisor or GSO.

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

Education: Completion of secondary school.

Experience: One to two years of skilled journey-level plumbing experience (in all aspects of plumbing) or hydraulic work experience; or 3 years experience in plumbing or hydraulics as an apprentice or helper.

Language proficiency: Level 2 English. (Limited knowledge of written and spoken English; must be able to understand and carry out verbal instructions); Level 3 Albanian & Serbian (good working knowledge of both written and spoken language; must be able to read and understand agency regulations, operating instructions, memoranda, etc)

Job Knowledge: Must have good knowledge of water and sewage installations, maintenance and repair methods, tools, materials and equipment. Must have good knowledge of the equipment used in plumbing maintenance and repair. Must have good knowledge of safety procedures.

Skills and abilities: Must have a valid driver's license.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. The candidate must be able to obtain and hold a security clearance.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for US Federal Employment (OF-612)
2. Current resume or curriculum vitae that provides the same information as an OF-612
3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.
4. Copy of UNMIK/Kosovo ID or copy of Passport

APPLICATIONS CAN BE SUBMITTED AS FOLLOWS:

- 1-Email to: HROPrishtina@state.gov; KelmendiaA@state.gov; OR
- 2-Fax them to: 381-38-548-616, OR
- 3-Hand deliver to: U.S. Embassy Pristina, Human Resources Office, Pristina, Kosovo

DEFINITIONS

1. US Citizen Eligible Family Member (USEFM) – For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority.

2. EFM: An individual related to a US Government employee in one of the following ways:

- Spouse;
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

3. Member of Household (MOH) – An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

4. Not Ordinarily Resident (NOR) – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. Ordinarily Resident (OR) – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the LCP.

CLOSING DATE FOR THIS POSITION:

FEBRUARY 27, 2009 BY CLOSE OF BUSINESS

The US Mission in PRISTINA provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.